

NIH Manual Chapter Review Record

Use prescribed by NIH Manual 1710.

Many manual chapters need to be reviewed by organizations outside the issuing office. Use this form to record such review.

NIH Manual Chapter Number and Title

Section A. Issuing Office

Instructions for Issuing Office:

1. Determine the organizations that need to review the manual chapter. See Section C, on page 2, for suggested organizations.
2. Prepare one form for each reviewing office by completing the identifying information on the right half of the form in Section A.
3. For the convenience of the reviewing offices, mark each page that needs to be reviewed or list page numbers in "Specific Instructions for Reviewer" below.
4. Keep this form and all comments provided by the reviewer until this version of the chapter is revised.

Person to Contact in Issuing Office

Organization

Date Material Sent

Building and Room

Phone No.

Name of Reviewing Office

Building and Room

Specific Instructions for Reviewer (*e.g., page numbers, type of review needed*)

Section B. Reviewing Office

Instructions for Reviewing Office:

1. Please review the attached manual chapter. See "Specific Instructions for Reviewer" above, and complete all items in Section B.
2. Return this form, your comments, and the manual chapter to the contact shown in Section A.
3. We ask for a maximum 5-day turn-around time for your review. Please call the contact shown in Section A if this is not feasible.

Reviewer's Name

Phone No.

Date Reviewer Received Package

Date Reviewer Cleared Package

Reviewer's Comments (*Use additional sheet(s) if necessary.*)

Section C. Suggested Reviewing Offices

Use this guide to help determine who should review manual chapters. (*Call OMA on 496-2832 for further advice.*)

- Any office mentioned in the text of the chapter.
- Any office that is responsible for a number series in the NIH Manual, but is **not** the issuing office for a particular chapter. For example, if the Office of Management Assessment (OMA) issues a chapter which is part of the 2300 personnel series, OMA should send the chapter for review to the Office of Human Resource Management (OHRM). At a minimum, OHRM needs to be aware that the chapter is going to be issued in the 2300 series.
- The following organizations when the chapter relates to their subject areas:

Organization Name Subject Areas

Office of the Director:

Office of Extramural Research Extramural research policy concerning grants, cooperative agreements, contracts, peer review, advisory committee functions and operations, program management, animal welfare, protection of human subjects, training, and fellowships.

Office of Intramural Research Animal care and use, technology transfer, human subjects research.

Office of Equal Opportunity NIH Equal Employment Opportunity Program, Discrimination Complaints Program, and Special Emphasis Programs.

Office of Federal Advisory Committee Policy Advisory committee organizations/memberships.

Office of Legislative Policy and Analysis Legislative matters.

Office of Budget Budget policy, planning, analysis.

Office of Communications and Public Liaison Public information; audiovisual, editorial operations; Visitor Information Center; DeWitt Stetten, Jr., Museum/Historical Office; Freedom of Information Act.

Office of Management:

Office of Human Resource Management Staffing, recruitment, benefits, compensation, classification, training, personnel information.

Office of Financial Management Budget, financial reports, accounting, disbursing.

Office of Administration:

Office of Acquisition Mgmt. and Policy All acquisition policy (including contracts, simplified acquisitions, DELPRO and purchase cards), financial advisory services, small business.

Office of Management Assessment Delegations of authority, organization references, directives, regulations, forms references, records, Privacy Act, management controls, A-76/FAIR Act.

Office of Logistics & Acquisition Operations ... Supply, transportation, property (including property held on grants and contracts), and acquisition procedures involving simplified acquisitions, DELPRO and purchase cards.

Office of Research Services:

Office of Administrative Management Travel and change of duty station.

Division of Intramural Research Services Centralized program of intramural research services.

Div. Bioengineering & Physical Science Application of engineering to solve problems in biology and medicine.

Division of Safety Radiation safety; occupational safety and health; environmental protection; waste management; emergency and fire protection services; employee health services; and media and glassware services.

Division of Engineering Services Maintenance and facilities engineering, materials acquisition, elevators, shops and groundskeeping services, design and construction services.

Division of Space and Facilities Management .. Rental buildings, lease agreements, space issues, telecommunications, conference services, and sanitation services.

Division of Public Safety Police, locksmith, security.

Division of Support Services Printing, reproduction, and mail services.

Center for Information Technology All IRM functions including acquisition of Information Technology (IT) resources; systems security; IRM strategic management, planning, and budget activities.

Center for Scientific Review Extramural research policy on grants, cooperative agreements, peer review, initial review groups, animal welfare, protection of human subjects, and fellowships.

Office of General Counsel Legal matters, delegations of authority.